

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 14-66

OPEN TO: All Interested Candidates

POSITION WAE Roving Administrative Assistant, FSN-5*, FP-9*

OPENING DATE: August 12, 2014

CLOSING DATE: August 25, 2014

WORK HOURS: When Actually Employed (WAE)

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-9)
*Ordinarily Resident: JD 7,853 p.a. (Position Grade: FSN-5)
(Basic Salary)

ALL APPLICANTS MUST BE U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMs) TO BE ELIGIBLE FOR CONSIDERATION. DEFINITION OF USEFM IS PROVIDED LATER IN THIS ANNOUNCEMENT.

The U.S. Embassy in Amman is seeking at least two individuals for the positions of WAE Roving Administrative Assistants under the Human Resources Section. A WAE schedule has no pre-set hours and is called to work on an intermittent/as needed and flexible basis. The incumbent will work as required per individual section needs, ranging from day-to-day or long-term coverage.

BASIC FUNCTION OF POSITION:

Provides clerical and administrative support to various offices throughout the embassy by providing temporary office and clerical coverage as needed. As directed by section officers, duties may include routine clerical and administrative functions such as drafting correspondence, diplomatic notes in English and Arabic; answering and screening telephone calls; taking accurate messages; meeting and escorting visitors; sorting and distributing mail; organizing and maintaining paper and electronic filing systems; scheduling and taking notes at meetings; scheduling appointments; and performing other administrative support functions. May also be required to assist with special projects as needed.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation.

1. Education: Successful Completion of Secondary School is required.
Supporting documentation (i.e., Tawjihi's certificate) must be included in the application for eligibility purposes. يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق
2. Experience: Up to six months of general clerical/administrative experience in an office environment is required.
3. Language: Level 3 (good working knowledge) in English and Level 4 (fluency) in Arabic is required. English proficiency will be tested. A score of 605 in the TOEIC exam or 434 in the TOFEL exam will be accepted. Exam scores are valid for 6 months.
4. Knowledge: Knowledge of general office management and practices; organizational knowledge sufficient to understand Embassy sections and functions; good knowledge of English grammar and spelling; ability to prioritize and organize tasks to accomplish workload; and attention to detail are all required.
5. Skills: Ability to work independently and deal calmly and effectively in stressful situations; ability to use a variety of computer software and systems and to operate general office equipment; ability to type with speed and accuracy; interpersonal skills to develop cooperative working relationships; willingness to work flexible hours; and dependability are all required.

SELECTION PROCESS:

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment DS-174.
2. A current resume or curriculum vitae that provide the same information as a DS-174
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. EFM, USEFM, and AEFM applicants must clearly indicate their status in the text or subject line of their application.
6. List any relatives or members of your household that work for the U.S. Government (include their name, relationship, agency, position and location).

SUBMIT APPLICATION AND SUPPORTING DOCUMENTS TO

Human Resources Office
Telephone: 59060000

Applications can also be submitted electronically through AmmanEmployment@State.gov. Please note “**V-14 – 66 WAE Roving Administrative Assistant**” in the subject line of the e-mail.

***DEFINITIONS:**

1. **Appointment Eligible Family Member (AEFM):** An EFM (see #2) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad; and
 - Does not receive a Foreign Service or Civil Service annuity
2. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and

adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

CLOSING DATE FOR THIS POSITION: August 25, 2014

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also

strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.